

## Government Education and Training International

GPO Box 169, Hobart, Tasmania, Australia

PH +61(0)3 6165 5727 Fax: +61(0)3 6233 7839

Email: [homestay@geti.tas.gov.au](mailto:homestay@geti.tas.gov.au) Web: [www.study.tas.gov.au](http://www.study.tas.gov.au)

Department of Education, Tasmania

CRICOS Provider Code 03352G



## STUDENT TRAVEL REQUEST (MAY 2018)

GETI is legally obliged to monitor accommodation and welfare arrangements for all international students, at all times.

During their stay in Tasmania, international students like to take the opportunity to travel away from their approved accommodation, however student visa conditions do not generally permit students to travel during school terms.

If requesting travel during school terms, approval will be based on evidence of compelling or compassionate reasons.

Regardless of age, students must inform GETI of intended travel using the attached **Student Travel Request Form**.

All international students, attending Tasmanian Government schools, must understand that failure to comply with GETI's travel procedures will be taken seriously, and may result in a warning letter, which may have implications on student visas.

### Interstate or overseas travel

In all cases, a Student Travel Request Form must be completed, even if students are travelling with homestay or to visit family interstate or overseas. Additionally, students must inform their homestay host of proposed travel arrangements, including departure and arrival, dates and times.

### Overnight stays

Students are permitted to occasionally stay overnight with other accredited homestay families.

If there is a request for an international student to stay overnight with a family who are not approved hosts, GETI requires that all adults residing in the home hold current 'Working with Vulnerable People' registrations.

### When is a Student Travel Request Form not required?

- If student is staying overnight with another accredited homestay family in their local area.
- If student is staying with another homestay family, as arranged by GETI (primary host is away from home).
- If travel is within Tasmania, and the student will stay every night with their homestay family (camping trip etc.)
- If the student is taking part in an approved school excursion.

### The following documents must be sent to GETI in one single email for approval.

- Student Travel Request Form (must be completed in full, including signatures of host, student and school ISA)
- Flight itineraries (required for both interstate and overseas flights)
- Written parental consent via email (must include full name of the student and their date of birth)
- Name of approved relative or approved carer\* over the age of 21

**Student Travel Request Form MUST be submitted at least 2 weeks before proposed departure date.**

Email completed Student Travel Request Form to: [homestay@geti.tas.gov.au](mailto:homestay@geti.tas.gov.au)

**IMPORTANT: Late requests may not be approved.**

*\*An approved relative is a parent, grandparent, brother, sister, aunt or uncle only – not a cousin. Approved carer must have a valid 'Working with Vulnerable People' registration or equivalent.*

# CHECKLIST FOR STUDENT TRAVEL

	What you need to do	Person/s Responsible	Done (Tick & date)
1	<b>Discuss your proposed travel plans with your school ISA before making any bookings</b>	Student	
2	Complete Student Travel Request Form – complete all relevant sections	Student/Homestay	
3	Obtain written parent consent via email.	Student	
4	Ensure that you attach all documents to this Student Travel Request Form including flight itinerary details.	Student	
5	Check with school ISA that you have completed the Student Travel Request Form, and obtain school approval.	Student / ISA	
6	School to keep a copy of the Student Travel Request Form.	ISA	
7	Make sure that your homestay has a copy of your itinerary and contact details (phone and email) while you are away.	Student	
8	Submit all collated documents via email to <a href="mailto:homestay@geti.tas.gov.au">homestay@geti.tas.gov.au</a> , at <b>least 2 weeks before</b> your proposed departure date.	Student / ISA	
9	Ensure that you have received approval in writing from GETI before departing.	Student / ISA	

# STUDENT TRAVEL REQUEST FORM

<b>SCHOOL NAME</b>			
<b>STUDENT FULL NAME</b>			
<b>GETI ID NUMBER</b>		<b>DOB dd/mm/yy</b>	<b>AGE</b>
<b>STUDENT MOBILE</b>		<b>EMAIL</b>	
<b>HOMESTAY NAME</b>			
<b>HOMESTAY ADDRESS</b>			
<b>HOMESTAY MOBILE</b>			

<b>TRAVEL DATES</b>	<b>FROM</b>	<b>TO</b>
---------------------	-------------	-----------

<b>REASON</b> Please tick as appropriate	<b>Term Break</b>	<b>Sickness or injury</b> <i>Medical certificate is required</i>	<b>Other – student must provide additional details</b>

<b>PERSON RESPONSIBLE FOR STUDENT WHILE TRAVELLING – only one is applicable</b>		
<b>Homestay full name</b>	<b>Parent full name</b>	<b>Approved relative/carer* full name</b>

<b>APPROVED CARER CONTACT INFORMATION WHILE TRAVELLING</b>	
Primary phone number	
Residential address or name and address of accommodation	

<b>SIGNATURES REQUIRED FROM ALL</b>	<b>HOMESTAY</b>	<b>STUDENT</b>	<b>SCHOOL ISA</b>
<b>DATE SIGNED</b>			

Please submit Student Travel Request Form via email to: [homestay@geti.tas.gov.au](mailto:homestay@geti.tas.gov.au)